

Chief, Management Staff

Director of Logistics

Safe Filing Cabinet Requirements

REFS : (a) [ ] dated 30 January 1956  
(b) HB [ ] dated 9 August 1960

1. It is my opinion that the intent of existing regulations and policy is that replenishment requisitions for filing equipment are processed to the Management Staff for advice and guidance regarding quantities to be stocked of certain items which fall under the technical cognizance of your Staff.

2. In accordance with our telephone conversation, your attention is invited to the attached requisition for two-drawer, three-way combination file cabinets and the comments of the Chief, Records Management Staff attached thereto.

3. [ ] states there is no justification for stockpiling two-drawer cabinets, then adds that Commo may need between 10-15 in the next two or three years and that such requirements can be handled as the need occurs. I feel you should be advised that two-drawer safes cannot be procured on a spot-requirement basis. Small quantities of less than 10 require from 60 to 90 days lead time, large orders from three to ten months. Contrary to [ ] statement, the issue experience for the past 24 months shows the following:

Headquarters	-	58
[ ]		
Foreign Field	-	69
		149

Also, we have requisitions for nine such safes now, with only three on hand.

4. With regard to referenced regulations, it is also interesting to note that letter-size equipment is the standard in these regulations, but 96% of all safe requirements are for legal-size. Letter-size is seldom acceptable or ordered.

5. This paper does not involve the approximately 2,000 two-drawer pedestal file cabinets to be used with the unitized furniture in the new building. However, this requisition is still valid to satisfy the requirements for those senior Headquarters personnel and those units which will be using Class A furniture and for overseas requirements.

SUBJECT: Safe Filing Cabinet Requirements

6. Since there appears to be a difference of opinion on safe filing equipment, I feel the matter should be clarified as quickly as possible; otherwise the Office of Logistics is put in a position of denying requests from Headquarters offices and overseas stations, often from very senior officials, without a firm policy. I am sure you realize that, while the referenced regulations state the four-drawer letter-size cabinet is the standard item, subsequent paragraphs of the same regulation provide a means for requisitioning other types of safes. The simple facts are that the majority of our requisitions are for items which are not considered standard by these regulations.

7. Your earliest consideration and comments on this problem will be appreciated. In order to properly perform our logistical responsibility, it is essential that long lead time items be carried in stocks whenever possible to satisfy requirements from operating components.

JAMES A. GARRISON

Attachment: as stated

Distribution:

- Orig & 1 - Addressee, w/l attachment
- 1 - OL Official, w/o attachment
- 1 - OL/SD, w/o attachment
- 1 - OL/SD/FSB, w/o attachment
- 1 - OL/SD/SMCB, w/o attachment

OL/SD:NJO [ ] is [ ] (29 March 1961)

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